

1611 - STOREKEEPER II

NATURE OF WORK

Varied manual and responsible clerical and supervisory work in the operation of storage areas in connection with the operation of a warehouse.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Supervises and participates in the receiving, unpacking, inspecting, checking, storage and issuance of supplies and equipment. 6
Supervises and participate in the maintenance of perpetual inventories and stock cards.
Prepares requisitions for materials.
Makes periodic checks on equipment and stock items and submit recommendations of items to order.
Checks quantity and quality of goods received for conformity to purchase orders and specifications.
Approves invoices of incoming materials.
Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of inventory and record keeping requirements of a diversified municipal store keeping operation.
Thorough knowledge of stock receiving, store keeping and shipping practices and procedures.
Ability to keep inventory and stock control records and to prepare reports.
Ability to understand catalog prices and discount sheets.
Ability to make mathematical calculations with speed and accuracy.
Ability to supervise a group of manual and clerical assistants.
Ability to establish and maintain effective working relationships with vendors and other City employees

MINIMUM REQUIREMENTS

Employed by the City for the past six (6) months (part-time will be prorated). Three (3) years experience in stockroom, inventory, or general warehousing work.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling. Ability to lift heavy objects.

1611 - STOREKEEPER II

SUPERVISION RECEIVED

General and specific assignments are received from the warehouse supervisor and work is performed with some latitude for use of independent judgment in the selection of work methods and procedures. Work is subject to close review through established accounting and inventory controls.

SUPERVISION EXERCISED

Supervises Storekeepers, Stores Clerks, manual and clerical assistants.

Rev. 1/96 (minimum req.)